IUPUI Talent: An Online Hub for IUPUI Employers

The IUPUI Solution Center has launched a new website that gives employers a one-stop, “hubbed” option to publicize internships and job opportunities for students and graduates on the IUPUI campus. This system uses job type keywords to send these positions to the appropriate academic schools and departments across campus.

Register as an Employer

In order to post a position on www.iupuitalent.net, you must first register yourself as an employer in the system.

1. Scroll down and click on the Click here to register! Link.
2. Complete the employer information form that asks for your organization’s contact information.
3. Complete the contact information form that asks for your contact information.
4. Enter your preferred username (primary email address is best) and password. Please note that the password is case sensitive.
5. Click on the “Save” button. Your organization profile will be reviewed in 72 business hours. You will only be able to post positions AFTER you receive an email stating that your profile has been approved.

IMPORTANT: If you receive a “The username you entered is already in use. Please try again.” message, please verify that you accurately entered your email address. If your email address is accurate, return to the login page and click on the Forgot Your Password? link. The system will email you the password.

Post a Position

1. Go to www.iupuitalent.net.
2. Please enter your username and password in the necessary fields and click on the “Login” button.
3. This will bring you to your employer home page where you highlight the “My Jobs” menu button at the top of the page and click on “New Job”.
4. Fill in the necessary information about your job opening.
   - Enter the Job Title, Description, and Qualifications – Please be as detailed as possible; students tend to shy away from jobs that don’t have enough information.
   - Enter # of Openings – Your response will let students know the number of candidates you are looking to hire.
   - Enter Salary Information – Please enter the salary information. If it is an unpaid internship, type in unpaid. If you are unsure, please type “Commensurate with Experience” in the text field.
   - Contact Information – Your contact information will be pre-populated in this section. If students should contact another individual to inquire about this position, enter the recruiter’s contact information. If you do not wish to disclose ANY information, there is a field in the next section that will allow you to keep your contact information confidential. If you wish to disclose partial contact information to students, delete the information in the fields that you do not wish to share with students.
   - Job Location – Please type in the closest city/area where the position is located.
   - Job Category (Please choose all that apply) - Select ALL of the job categories which best classify your job.
   - Position Type (Please choose all that apply) – Select ALL of the appropriate position types for your position.
   - Post Date – Enter the date that you would like students to begin applying for this position.
   - Expiration Date – Enter the date that you would like to stop receiving student applications.
   - Allow Students to Apply Online – It is recommended that you select yes, as it allows students who have uploaded their resume to easily send it to your e-mail address.
5. After completing the job posting form, click on the “Save” button below. Most positions are reviewed within 72 business hours.

If you have further questions on how to use the IUPUI Talent system, please contact someone at the IUPUI Solution Center (solution@iupui.edu).